

# Consumer & Family Advisory Committee Meeting Minutes

Date and Time: September 13, 2018 at 6:00pm

Location: Cardinal Innovations Healthcare, 201 Sage Rd, Chapel Hill, 27514

Committee Members	Voting Member Present = P Absent = A
CFAC Chair – Steven Furman	P
Allen Dittmer	P
Heather Nash	A
Janet Sowers	P - via WebEx
Leslie Matthews	P
Shira Belovics	A
Stanley Cotton	P
<b>LME/MCO and State Staff</b>	<b>Non-Voting</b>
<b>Agency:</b> Cardinal Innovations Healthcare <b>Title:</b> Member Engagement Specialist <b>Name:</b> Jennifer Munch	Present
<b>Agency:</b> Cardinal Innovations Healthcare <b>Title:</b> Member Engagement Specialist <b>Name:</b> Juanita Jefferson	Present
<b>Agency:</b> Cardinal Innovations Healthcare <b>Title:</b> Project Support Professional <b>Name:</b> Jazmyn Street	Present - Via WebEx
<b>Agency:</b> Cardinal Innovations Healthcare <b>Title:</b> Manager, Member Engagement <b>Name:</b> Deborah Hendren	Absent
<b>Agency:</b> Division of Mental Health, Developmental Disabilities and Substance Abuse Services   NC Department of Health and Human Services, Community Engagement & Empowerment Team <b>Title:</b> Mental Health Program Coordinator <b>Name:</b> Stacey Harward	Present
<b>Guests</b>	<b>Non-Voting</b>



- I. Call to Order/Introduction** **Steve Furman**  
Chairperson called the meeting to order at 6:07 p.m.  
Ground rules read by Juanita Jefferson.
- II. Agenda and Minutes Approval** **Steve Furman**  
OPC CFAC minutes from August 9<sup>th</sup>, 2018 were presented.
- Janet Sowers noticed that in Paragraphs 2 and 3 under NC DHHS Updates, wording should be changed from 403 to 403-B.
- Leslie Matthews motioned to approve the minutes, with the changes stated above. Janet Sowers seconded the motion.  
All in favor. Motion carried.
- III. Old Business** **Juanita Jefferson**  
Juanita advised that Jazmyn Street looked into whether or not CEU's are offered for CFAC members through the Learning Center to verify that they are not available at this time.
- IV. NC DHHS Updates** **Stacey Harward**  
Stacey advised the State CFAC was cancelled due to the weather and it has not yet been decided whether or not the meeting will be rescheduled.  
The State-to-Local call is being held next Wednesday, September 19, 2018. Juanita will send out the final agenda to members when it is available.
- V. Cardinal Innovations Healthcare Updates** **Juanita Jefferson**  
Janet provided CFAC Summit updates. She stated that the main reason for the Summit is to gather as many CFAC members as they can to make decisions together.  
At this Summit, it will be decided whether or not there will continue to be an Executive CFAC.  
The Summit will be held on October 12<sup>th</sup> from 10am-5pm and October 13<sup>th</sup> from 10am-3pm at the CIH Milestone office in Kannapolis. If attendees are traveling over 99 miles one way, accommodations will be provided for an overnight stay on that Friday.
- Jennifer Russell will be acting as the facilitator for the Summit.
- Janet advised there are currently only 21 people registered for the Summit as of last Thursday, September 6<sup>th</sup> and encouraged members to sign up and attend.  
Juanita offered to assist with registering if anyone needed help signing up; as it is important to have the voice of the local CFAC's heard. Juanita assisted Steve and Allen with registering, Stanley will let her know next week if he can attend.
- VI. Recommendations to Board** **Steve Furman**  
Allen advised at Freedom House, they're going from one-on-one therapy to group therapy. He is going to wait until he attends that meeting to make a recommendation to the Board.
- VII. New Business & Action Plan Review** **Steve Furman**  
Juanita advised there are currently 76 registrants for the Peer Support Workshop.  
Juanita advised that the three options for catering for the PSW are Jason's Deli, Simply Delicious, and Jersey Mike's. After reviewing the menus provided in their folders, the members voted to use Jersey Mike's with a 4-1 majority vote.

Leslie suggested to have gallons of sweet tea, unsweet tea, and extra bottles of water purchased in addition to the water provided with the boxed lunches.

Leslie advised that for the PSW continental breakfast, provided will be big honey buns, muffins, bananas, grapes, apples, pecans & walnuts, apple cider juice, apple juice, orange juice, and decaf & regular coffee.

Juanita provided members with the PSW evaluations, reviewed this with them, and opened the floor for feedback on what should be included or edited.

Stacey Harward suggested that we add an option of whether or not the attendees want to be notified of next year's event. If so, include their email on the evaluations.

Leslie suggested that all speakers have their own section to be evaluated, not only the keynote speaker.

Leslie suggested to include how the attendees heard about the OPC CFAC PSW, and whether or not they are already CFAC members.

Allen Dittmer suggested that we have attendees include where they are from.

Juanita advised that once evaluations are turned in by attendees, they will be able to receive their certificates.

Leslie reminded the committee that Heather Nash was supposed to reach out to Brushes with Life to inquire about decorations. It has not been confirmed whether that has been done or not.

Juanita advised that Deborah Hendren will be purchasing the flowers. The tablecloths, leaves, arrow signs to help direct traffic, and balloons have been purchased already. Leslie is to email Juanita the finalized decoration and grocery list to forward to Deborah.

Juanita passed around the blue PSW folder and reviewed what will be inside.

Juanita and Jennifer Munch will be making the hand scrubs in different scents for attendees to choose from.

Juanita provided Allen and Janet with the information sheet needed for the emcees to introduce speakers at the PSW.

Juanita reminded members she will be at New Hope Camp and Conference Center to begin setting up the evening before the PSW (after 5pm).

Steve provided Leslie with her Certificate of Appreciation, as this is her last meeting.

CFAC members voted on who the new Board Representative will be. There was a unanimous vote to have Janet Sowers appointed as the Board Representative. She accepted.

Janet suggested that the committee wait until after the upcoming Summit in October to appoint a new Executive CFAC representative.

Leslie motioned to have no member appointed to the CIH Executive CFAC until after the Summit meets in October. Janet seconded her motion.

All in favor. Motion carried.

**VIII. Action Steps**

None.

**CFAC Members**

**IX. Recruitment and Membership Efforts**

**CFAC Members**

Peer Support Workshop and wearing OPC CFAC t-shirts at the event. 25 CFAC Orientation packets being provided as well.

**X. Community Involvement Updates—Trainings/Conferences/Events**

**CFAC Members**

Janet advised there was an Elder Abuse Project through DHHS.

A CIT Training was held for 36 first responders in Person County, as well as 6 law enforcement officers.

The next town hall meeting is scheduled for October 9<sup>th</sup> and the House Bill 403-B is included on the agenda.

Janet advised the committee that she decided not to attend the Research-101 training she was approved to attend at the last meeting. It was geared more towards healthcare professionals.

**XI. Public Comment**

None.

**XII. Adjournment**

Steve motioned to have meeting adjourned.

All in favor. Meeting adjourned at 7:09pm.

Submitted by:

**Jazmyn Street, Project Support Professional 9/18/2018**

Name/Title and Date